

**ARMY RESERVE OFFICER DIRECT COMMISSION  
(Civilian Appointment Application Checklist)**

**REGION:** \_\_\_\_\_

**Applicant Last, First Name:** \_\_\_\_\_ **AOC:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Applicant is:** Civilian \_\_\_\_ Civilian with Prior Service time \_\_\_\_

**YES NO**

- \_\_\_\_ DA Form 61 (3 Copies).
- \_\_\_\_ Photograph (Appropriate Civilian Attire).
- \_\_\_\_ Others letter of Recommendation.
- \_\_\_\_ Waivers: Moral \_\_\_\_ Age \_\_\_\_ Medical \_\_\_\_.
- \_\_\_\_ Chronological listing of all civilian employment and degree of responsibility at each position (Optional).
- \_\_\_\_ Unit Vacancy Statement to UIC \_\_\_\_\_, Paragraph \_\_\_\_\_, Line \_\_\_\_\_,
- \_\_\_\_ Position Number \_\_\_\_\_, Grade \_\_\_\_\_, MOS/SSI \_\_\_\_\_.
- \_\_\_\_ Religious Practice Statement.
- \_\_\_\_ Residence Officer Basic course Completion statement.
- \_\_\_\_ DA Form 3574 certificate of acknowledgement and understanding (For individual with MSO and civilians).
- \_\_\_\_ Documentary evidence of education / college transcripts.
- \_\_\_\_ Minimum Qualifying score for ACT (19) SAT (850) if no 4-year degree. (Not more than 10 years old).
- \_\_\_\_ Evidence of qualifying score of 110 or higher on the Army Aptitude Area GT.
- \_\_\_\_ DD Form 214 or other statement of service Form, for each period of AD, AR or NG ( If Applicable).
- \_\_\_\_ Security Clearance Investigation.
- \_\_\_\_ Preappointment Physical with HIV, Drug and Alcohol results within 24 months of DA Board. (Optional).
- \_\_\_\_ DA Form 6224, DA Form 6227 (Field Interview Board Documentation, with memo).

**ANCO / ARCC OF CREDIT:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**I HAVE REVIEWED THIS APPLICATION.**

**SPECIAL MISSION NCO NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DCRO NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_